

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA
Richmond Division**

**GUIDELINES FOR MOTIONS TO REDACT CLAIMS
OR OTHER DOCUMENTS FILED IN CM/ECF**

Due to the growing number of motions to redact claims or other documents containing personal identifiers or other sensitive information, the court is issuing these guidelines. These guidelines do not apply to the redaction of transcripts of court hearings, as any such request is covered by Standing Order 9-03. Further, these guidelines are applicable only in the Richmond Division.

Unless the court directs otherwise, any request for redaction of a document filed in CM/ECF should be in the form of a motion. Such a motion, and any accompanying proposed order, should comply in all respects with relevant local rules and with the following guidelines:

- A. The motion should, in general terms, identify the document to be redacted, the nature of the information involved and the reason for the redaction request. The document in question, as redacted, should be placed as an attachment to the motion.
- B. If the redacted document is not attached to the motion, it may be subsequently filed as an exhibit and related to the motion.
- C. The filing party should submit a proposed order that includes language directing the Clerk to replace the original document with the redacted document in CM/ECF. If a case-specific situation arises that would require other direction to the Clerk, such directions should be explicitly stated in the proposed order.